

GLENDALE COMMUNITY COLLEGE DUAL ENROLLMENT REGISTRATION STEPS

Welcome to Maricopa Community College District's Dual Enrollment Program at Glendale Community College! This is your opportunity to earn college credit while still in high school.

STEP 1 – Apply for Admission – Go to my.maricopa.edu to set up your account.

- Follow steps to get your MEID number and Student ID. You must know your social security number to complete the process. Your online account will allow you to access your transcripts, grades, class schedules and tuition and fee payment. If you are experiencing any problems obtaining your student number contact the Maricopa Help Desk at 1.888.994.4433, available 24 hours a day, 7 days a week.

STEP 2 – Testing Requirements

- College placement test is required if you are enrolling in an English, reading or mathematic courses. Other academic courses require a placement test score of (PSAT, ACT, SAT, High Schools AIMS, ACCUPLACER) or prerequisite course. Check your course list attached to your schedule for specific placement information.

STEP 3 – Complete the Registration Form

- Complete the Dual Enrollment Registration form with course ID, section number, and credits. Form must be signed by both student and parent/guardian.

STEP 4 – New Students Must Provide Proof of Citizenship Status

- Acceptable documents include a copy of your birth certificate “or” Arizona driver’s license “or” state ID card “or” Passport. Additional information is available at: <http://www.maricopa.edu/prop300>

STEP 5 – Pay Your Tuition.

- Pay your tuition and fee payment online at www.mymaricopa.edu, by phone at 623.845.3589 or in person at Glendale Community College Cashiers Office. Students who do not pay their tuition by due date will be dropped from their class.
- ***ATTENTION: Agua Fria, Alhambra College Preparatory, Buckeye, Glendale, & Peoria District high schools pay your tuition at the high school Bookstore.*

STEP 6 – Obtain a College ID (Optional)

- Students can obtain a college ID by visiting the college campus during operation hours.

IMPORTANT DUE DATES!

Dual Enrollment Deadlines	FALL 2009	SPRING 2010
Deadline for Application & Registration Forms Due		January 29
Deadline for Tuition and Fee Payment Due		February 19
Refund Deadline: Last Day to contact GCC for Official Course Withdrawal		February 19
MARICOPA/GCC Tuition Assistance Application Due		January 29